

 **CONTRA COSTA COLLEGE**
Safety Committee
Meeting Minutes

Date: March 3, 2026 (every 1st Tuesday of the Month)
Time: 8:00 am – 9:00 am
Location: SAB 211 **Zoom:** <https://4cd.zoom.us/j/5638713171>
Meeting ID: 563 871 3171 **Passcode:** FMPWEB

Voting Members

Chairperson: Victoria Menzies
Managers: Nick Dimitri, Robert Bagany
Faculty: Natasha Lockett, 1 *Vacant*
Classified: Nikolai Hansen, 1 *Vacant*
Students: Oscar Villalobos, Adam Daoud
Representatives: Michael Griffith (CCCSIG Rep), Dan Cueva (CCCCD Risk Manager)

Non-Voting Members

Managers: Lt. Charles Hankins

Present: Robert Bagany, Nick Dimitry, Noel Muniz, Lt. Charles Hankins, Manuel Valentin, Nikolai Hansen, Tekaya Smith

Zoom: Victoria Menzies, Dan Cueva, Maya Jenkins, Jason Lau

Called to order at 8:03 a.m.

Item	Outcome/Decisions	Action Items
I. Welcome and Introductions	Robert Bagany acted as Chairperson for this meeting due to Victoria Menzies remote participation.	No action required.
II. Review Current Agenda	Current agenda adopted with 4 yay votes, 0 nay. Motioned: Nick Dimitri Second: Robert Bagany Yay votes: Nick Dimitri, Robert Bagany, Nikolai Hansen, Victoria Menzies	No action required.
III. Approve February 3, 2026 Minutes	February 3, 2026 minutes approved by 4 yay votes, 0 nay votes. Motioned: Robert Bagany Second: Nick Dimitri Yay votes: Nick Dimitri, Robert Bagany, Nikolai Hansen, Victoria Menzies	No action required.
IV. Public Comment/Announcements (2 minutes each)	Jason Lau raised concerns about the impact of unannounced fire drills on exams, suggesting a need for better communication during drills.	Informational/Discussion
Discussion/Information Item		
V. Safety Protocol: A. ICE Training B. Faculty Protection C. Managing Classroom Environment	ICE Protocol Awareness <ul style="list-style-type: none"> • Discussion about protocol for Immigration and Customs Enforcement (ICE) on campus. • Protocol already exists on the college website. • Committee suggested reviewing and reinforcing the protocol with faculty. Faculty Safety & Classroom Management <ul style="list-style-type: none"> • Guidance shared by Lt. Hankins: <ul style="list-style-type: none"> ○ Criminal incidents → call police ○ Non-criminal issues → Dean of Students ○ Disruptive students → ask them to leave and report incident 	<ul style="list-style-type: none"> • Discuss the topic at the next meeting and share the protocol with the Safety Committee. The discussion also touched on the need to clarify any additional protocols for faculty teaching in community settings, with Lieutenant Hankins agreeing to look into this matter.

	<ul style="list-style-type: none"> • For off-campus classes/community settings: <ul style="list-style-type: none"> ○ Follow host institution code of conduct ○ Call local police for criminal issues 	
<p>VI. Standing Items</p> <p>A. Accident/Injury and Incident Reports – Lt. Hankins</p> <p>B. Evacuation Reports – Lt. Hankins</p> <p>C. Custodial Report – Noel Muniz</p> <p>D. Facilities and Construction – Robert Bagany</p> <p>E. Risk Management Report – Dan Cueva</p> <p>F. CCSIG Report – Michael Griffith</p>	<p>Evacuation Drill Reports</p> <ul style="list-style-type: none"> • ELC evacuation (Feb 27): Completed smoothly • Science Building evacuation (Mar 2): Completed in 10–15 minutes <p>Fire Drill Concerns</p> <ul style="list-style-type: none"> • Concern raised about unannounced fire drills disrupting exams. • Suggestion: <ul style="list-style-type: none"> ○ Improve communication with faculty. ○ Possibly coordinate drill timing with deans to avoid testing periods. ○ Develop backup plans if exams are interrupted during real emergencies. <p>Custodial Department Update</p> <ul style="list-style-type: none"> • Department short-staffed • Continuing work on ongoing maintenance projects <p>Workplace Injury / Light Duty</p> <ul style="list-style-type: none"> • Suggestion to create light-duty work options for employees placed off work after injury to help them return sooner. <p>Safety Training</p> <p>Plans to expand training for the entire campus:</p> <ul style="list-style-type: none"> • CPR • First Aid • AED <p>Goal: Regular safety training schedule each semester</p>	<p>Victoria: Meet with Academic Senate to gather faculty perspective on unannounced evacuation drills and report back to the committee.</p> <p>Lt. Hankins: Follow up with Moises about building monitor participation in evacuation drills for future training updates.</p> <p>Dan: Forward Noelle's list of potential light duty tasks to Robert and Victoria.</p> <p>Dan/Noelle: Coordinate with Business Office to ensure only one CPR/First Aid/AED training is scheduled for CCC and set up event registration.</p> <p>Dan: Work with Michael Griffith to schedule annual health and safety training for later in the spring.</p> <p>Dan: Create a list of recommended annual safety trainings for fall and spring scheduling.</p>

VII. Adjournment:	Meeting adjourned at 8:58 a.m. Next meeting scheduled for April 7, 2026 at 8:00 a.m.	No action required.